
U.S. Department of State Records Schedule

Chapter 02: Records Common To All Sections At Post

Information Management Services

B-02-000-01 Tracking and Control Records

Description: Logs, registers, and other records used to control or document the status of correspondence, reports, or other records.

Disposition: TEMPORARY: Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8

Date Edited: 4/1/1999

B-02-000-02 Information, Reference, or Working Files - Files maintained by individual officers for their own use

Description: The following types are usually included:

Information or working copies of reproducible communications such as memos issued by the Department, or other documents prepared or issued by the Department and received by an office for information purposes only.

Press releases, reports and other reproducible communications issued by the Department or other Federal agencies.

Publications, including processed and printed reference material sent out by the Department (e.g., Current Foreign Relations, Current Economic Developments) or other Federal agencies and local press, except those specified to be returned to the Information Program Unit.

Preliminary or rough drafts of letters, memoranda, reports or other documents and preliminary work sheets or notes used in the preparation of documents that do not record necessary approval or basic changes in text.

Disposition: TEMPORARY: Destroy when obsolete or of no further reference value.

DispAuthNo: Non-record

Date Edited: 4/1/1999

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Management Operations

B-02-001-01 Chronological or Reading Files

Description: Operating offices' extra copies of incoming and outgoing communications arranged by date. This file is maintained in addition to the official subject file and as such the information in it is duplicated.

EXCLUDED are the chronological files maintained in the Front Office (Ambassador, Deputy Chief of Mission, Consul General and Consul) and files which do not duplicate information in a subject file.

Disposition: Destroy when 1 year old.

DispAuthNo: Non-record

Date Edited: 4/1/1999

B-02-001-02 Requests for Information

Description: Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.

Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner.

DispAuthNo: GRS 14, item 1

Date Edited: 4/1/1999

B-02-001-03 Duty Officer Log

Description: Indicates time of arrival and departure, and actions or matters handled during off duty hours.

Disposition: Destroy 1 year after date of last entry.

DispAuthNo: II-NN-3544, item 26

Date Edited: 4/1/1999

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Diplomatic Pouch and Mail

B-02-002-01a **Mailing Lists**

Description: a. Correspondence, request forms, and other records relating to changes in mailing lists.

Disposition: Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.

DispAuthNo: GRS 13, item 4a **Date Edited:** 4/1/1999

B-02-002-01b **Mailing Lists**

Description: b. Card lists.

Disposition: Destroy individual cards when cancelled or revised.

DispAuthNo: GRS 13, item 4b **Date Edited:** 4/1/1999

Personnel

B-02-003-01 **Time and Attendance Source Records**

Description: Originating office time and attendance records upon which leave and pay are based, such as time and sign-in sheets; OF-1130, time and attendance reports; DS-1734M, TATEL/PC draft and final reports; JF-56, Authorization of Premium Compensation; DS-1216, Leave Statements; OPM 71, Application for Leave; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 8 **Date Edited:** 10/20/2006

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Security

B-02-004-01 Top Secret Documents - Arranged by subject or control number

Description: Consist of telegrams, memorandum, and other material maintained in the IPU. Files are maintained in the IPU for the Principal Officers or any of the operating offices of the post. Files are maintained apart from the Subject Files because of security classification and the need to inventory them.

Disposition: Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 1 year old. Pouch separately from Subject File because of classification. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-84-91-3, item 5 **Date Edited:** 4/1/1999

Transitory Files (including in electronic form)

B-02-005-01 Transitory Files (including in electronic form)

Description: Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Included are such records as:

Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;

Quasi-official notices including memoranda and other records that do not serve as the basis of official action, such as a notice of holidays or charity and welfare fund appeals, bond campaigns, and similar activities;

Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;

Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;

Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received should be traced on a given date.

Disposition: TEMPORARY: Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems).

DispAuthNo: GRS 23, item 7 **Date Edited:** 4/1/1999

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Electronic Mail and Word Processing System Copies

B-02-006-02 Electronic Mail Records

Description: Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY: Delete from the e-mail system after copying to a recordkeeping system.

DispAuthNo: GRS 20, item 14

Date Edited: 2/17/2012
